

**Allegan County
48th Circuit Court
Family Division**

Job Title: Juvenile Section Register

Reports to: Financial Coordinator

Summary

Perform a variety of bookkeeping and complex clerical tasks involved in preparing Child Care Fund expenditure and reimbursement reports, monitor and process all County Child Care Fund payments, process all out of county billings for placements in the detention and treatment units, and serve as a working supervisor to assigned clerical staff.

Principal Duties & Responsibilities

1. Receives and verifies invoices, verifies proper payment sources, prepares payment vouchers, credits expenditures to proper accounts and documents expenditures and reimbursements. Reconciles vouchers and checks issued report.
2. Prepares monthly Child Care Fund expenditure and reimbursement reports and electronically files with the State of Michigan. Participates in the annual audit of Child Care Fund for guideline compliance. Tracks grant expenditures and reconcile expenditures with county finance office.
3. Assists in compiling expenditure information for development of the Child Care Fund, general fund and grant budgets. Compiles financial and program statistics and assists in preparing budget line item adjustments.
4. Prepares all out-of-county billings for placements in the Allegan County Secure Detention and Cheever Treatment facility. Verifies and enters admission and release dates, enter all per diem, medical and counseling service charges into computer and prepare/mail billings.
5. Maintain a checking account for residential special projects. Writes checks, oversee account reimbursement, make deposits, prepare invoices for reimbursement and send copy of check registry to the Treasurer's office for reconciliation.
6. Serves as working supervisor to assigned clerical staff. Serves as a Certified Electronic Recorded for court proceedings when required.

Other Duties of the Job:

Enter receipts for reimbursements and payments to the court into the computer, run receipts edit and submit to the Treasurer.

Tracks grant expenditures and reconcile expenditures with county finance staff.

Maintains an individual spreadsheet for each child's expenditure (NA or DL) for verification of expenditure for Social Security payee reports and other State and Federal funds and reimbursements.

Track insurance information on Residents in Detention and Treatment Unit. Procure necessary information for Pharmacy, Hospital or billing back to County of residence.

Serve Certified Court Documents to Respondents, parents and staff after frequent review hearings, and files proof of services with the Court Recorder to be placed in the Respondent's legal file.

Screen telephone calls and visitors. Monitor lobby camera. Notify staff of arrivals for appointments. Discuss and provide billing, reimbursement, invoice, payment and policy and procedural information to county department staff, parents, foster parents, vendors, attorneys and others Provide sign in sheet for Court hearings.

Accept deliveries and shipments.

Assist in receiving and receipting court ordered payments and bond.

Keep abreast of the continuing changes in Court Trust Accounts, Accounts Receivable, and Foster Care change of placements to be able to fill in when the deputy register is absent.

May operate approved electronic or video recording equipment to make a verbatim record of court proceedings.

Assist in other areas of the court as required.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.

Qualifications

Education: High school graduation or equivalent.

Experience: One year of clerical experience, preferably in a family court or closely related setting.

Certification: Certification as a Certified Electronic Recorder (CER) by the Michigan Supreme Court.

The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.